

UNITED STATES BANKRUPTCY COURT					VOLUNTARY PETITION					
District of										
Name of Debtor (if individual, enter Last, First, Middle):					Name of Joint Debtor (Spouse) (Last, First, Middle):					
All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):					All Other Names used by the Joint Debtor in the last 8 years (include married, maiden, and trade names):					
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):					Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):					
Street Address of Debtor (No. and Street, City, and State):					Street Address of Joint Debtor (No. and Street, City, and State):					
ZIP CODE					ZIP CODE					
County of Residence or of the Principal Place of Business:					County of Residence or of the Principal Place of Business:					
Mailing Address of Debtor (if different from street address):					Mailing Address of Joint Debtor (if different from street address):					
ZIP CODE					ZIP CODE					
Location of Principal Assets of Business Debtor (if different from street address above):					ZIP CODE					
Type of Debtor (Form of Organization) (Check one box.)		Nature of Business (Check one box.)			Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box.)					
<input type="checkbox"/> Individual (includes Joint Debtors) <i>See Exhibit D on page 2 of this form.</i>		<input type="checkbox"/> Health Care Business			<input type="checkbox"/> Chapter 7		<input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Main Proceeding			
<input type="checkbox"/> Corporation (includes LLC and LLP)		<input type="checkbox"/> Single Asset Real Estate as defined in 11 U.S.C. § 101(51B)			<input type="checkbox"/> Chapter 9		<input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding			
<input type="checkbox"/> Partnership		<input type="checkbox"/> Railroad			<input type="checkbox"/> Chapter 11					
<input type="checkbox"/> Other (If debtor is not one of the above entities, check this box and state type of entity below.)		<input type="checkbox"/> Stockbroker			<input type="checkbox"/> Chapter 12					
		<input type="checkbox"/> Commodity Broker			<input type="checkbox"/> Chapter 13					
		<input type="checkbox"/> Clearing Bank								
		<input type="checkbox"/> Other								
Chapter 15 Debtors		Tax-Exempt Entity (Check box, if applicable.)			Nature of Debts (Check one box.)					
Country of debtor's center of main interests:		<input type="checkbox"/> Debtor is a tax-exempt organization under title 26 of the United States Code (the Internal Revenue Code).			<input type="checkbox"/> Debts are primarily consumer debts, defined in 11 U.S.C. § 101(8) as "incurred by an individual primarily for a personal, family, or household purpose."		<input type="checkbox"/> Debts are primarily business debts.			
Each country in which a foreign proceeding by, regarding, or against debtor is pending:										
Filing Fee (Check one box.)					Chapter 11 Debtors					
<input type="checkbox"/> Full Filing Fee attached.					Check one box:					
<input type="checkbox"/> Filing Fee to be paid in installments (applicable to individuals only). Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 1006(b). See Official Form 3A.					<input type="checkbox"/> Debtor is a small business debtor as defined in 11 U.S.C. § 101(51D).					
<input type="checkbox"/> Filing Fee waiver requested (applicable to chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 3B.					<input type="checkbox"/> Debtor is not a small business debtor as defined in 11 U.S.C. § 101(51D).					
					Check if:					
					<input type="checkbox"/> Debtor's aggregate noncontingent liquidated debts (excluding debts owed to insiders or affiliates) are less than \$2,343,300 (<i>amount subject to adjustment on 4/01/13 and every three years thereafter</i>).					

					Check all applicable boxes:					
					<input type="checkbox"/> A plan is being filed with this petition.					
					<input type="checkbox"/> Acceptances of the plan were solicited prepetition from one or more classes of creditors, in accordance with 11 U.S.C. § 1126(b).					
Statistical/Administrative Information										THIS SPACE IS FOR COURT USE ONLY
<input type="checkbox"/> Debtor estimates that funds will be available for distribution to unsecured creditors.										
<input type="checkbox"/> Debtor estimates that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.										
Estimated Number of Creditors										
<input type="checkbox"/> 1-49	<input type="checkbox"/> 50-99	<input type="checkbox"/> 100-199	<input type="checkbox"/> 200-999	<input type="checkbox"/> 1,000-5,000	<input type="checkbox"/> 5,001-10,000	<input type="checkbox"/> 10,001-25,000	<input type="checkbox"/> 25,001-50,000	<input type="checkbox"/> 50,001-100,000	<input type="checkbox"/> Over 100,000	
Estimated Assets										
<input type="checkbox"/> \$0 to \$50,000	<input type="checkbox"/> \$50,001 to \$100,000	<input type="checkbox"/> \$100,001 to \$500,000	<input type="checkbox"/> \$500,001 to \$1 million	<input type="checkbox"/> \$1,000,001 to \$10 million	<input type="checkbox"/> \$10,000,001 to \$50 million	<input type="checkbox"/> \$50,000,001 to \$100 million	<input type="checkbox"/> \$100,000,001 to \$500 million	<input type="checkbox"/> \$500,000,001 to \$1 billion	<input type="checkbox"/> More than \$1 billion	
Estimated Liabilities										
<input type="checkbox"/> \$0 to \$50,000	<input type="checkbox"/> \$50,001 to \$100,000	<input type="checkbox"/> \$100,001 to \$500,000	<input type="checkbox"/> \$500,001 to \$1 million	<input type="checkbox"/> \$1,000,001 to \$10 million	<input type="checkbox"/> \$10,000,001 to \$50 million	<input type="checkbox"/> \$50,000,001 to \$100 million	<input type="checkbox"/> \$100,000,001 to \$500 million	<input type="checkbox"/> \$500,000,001 to \$1 billion	<input type="checkbox"/> More than \$1 billion	

Voluntary Petition <i>(This page must be completed and filed in every case.)</i>		Name of Debtor(s):	
All Prior Bankruptcy Cases Filed Within Last 8 Years (If more than two, attach additional sheet.)			
Location Where Filed:		Case Number:	Date Filed:
Location Where Filed:		Case Number:	Date Filed:
Pending Bankruptcy Case Filed by any Spouse, Partner, or Affiliate of this Debtor (If more than one, attach additional sheet.)			
Name of Debtor:		Case Number:	Date Filed:
District:		Relationship:	Judge:

Exhibit A

(To be completed if debtor is required to file periodic reports (e.g., forms 10K and 10Q) with the Securities and Exchange Commission pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 and is requesting relief under chapter 11.)

☐ Exhibit A is attached and made a part of this petition.

Exhibit B

(To be completed if debtor is an individual whose debts are primarily consumer debts.)

I, the attorney for the petitioner named in the foregoing petition, declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, and have explained the relief available under each such chapter. I further certify that I have delivered to the debtor the notice required by 11 U.S.C. § 342(b).

X _____
 Signature of Attorney for Debtor(s) (Date)

Exhibit C

Does the debtor own or have possession of any property that poses or is alleged to pose a threat of imminent and identifiable harm to public health or safety?

☐ Yes, and Exhibit C is attached and made a part of this petition.

☐ No.

Exhibit D

(To be completed by every individual debtor. If a joint petition is filed, each spouse must complete and attach a separate Exhibit D.)

☐ Exhibit D, completed and signed by the debtor, is attached and made a part of this petition.

If this is a joint petition:

☐ Exhibit D, also completed and signed by the joint debtor, is attached and made a part of this petition.

Information Regarding the Debtor - Venue
 (Check any applicable box.)

☐ Debtor has been domiciled or has had a residence, principal place of business, or principal assets in this District for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other District.

☐ There is a bankruptcy case concerning debtor's affiliate, general partner, or partnership pending in this District.

☐ Debtor is a debtor in a foreign proceeding and has its principal place of business or principal assets in the United States in this District, or has no principal place of business or assets in the United States but is a defendant in an action or proceeding [in a federal or state court] in this District, or the interests of the parties will be served in regard to the relief sought in this District.

Certification by a Debtor Who Resides as a Tenant of Residential Property
 (Check all applicable boxes.)

☐ Landlord has a judgment against the debtor for possession of debtor's residence. (If box checked, complete the following.)

(Name of landlord that obtained judgment)

(Address of landlord)

☐ Debtor claims that under applicable nonbankruptcy law, there are circumstances under which the debtor would be permitted to cure the entire monetary default that gave rise to the judgment for possession, after the judgment for possession was entered, and

☐ Debtor has included with this petition the deposit with the court of any rent that would become due during the 30-day period after the filing of the petition.

☐ Debtor certifies that he/she has served the Landlord with this certification. (11 U.S.C. § 362(l)).

Voluntary Petition <i>(This page must be completed and filed in every case.)</i>	Name of Debtor(s):
Signatures	
<p style="text-align: center;">Signature(s) of Debtor(s) (Individual/Joint)</p> <p>I declare under penalty of perjury that the information provided in this petition is true and correct. [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of title 11, United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. [If no attorney represents me and no bankruptcy petition preparer signs the petition] I have obtained and read the notice required by 11 U.S.C. § 342(b).</p> <p>I request relief in accordance with the chapter of title 11, United States Code, specified in this petition.</p> <p>X _____ Signature of Debtor</p> <p>X _____ Signature of Joint Debtor</p> <p>_____ Telephone Number (if not represented by attorney)</p> <p>_____ Date</p>	<p style="text-align: center;">Signature of a Foreign Representative</p> <p>I declare under penalty of perjury that the information provided in this petition is true and correct, that I am the foreign representative of a debtor in a foreign proceeding, and that I am authorized to file this petition.</p> <p>(Check only one box.)</p> <p><input type="checkbox"/> I request relief in accordance with chapter 15 of title 11, United States Code. Certified copies of the documents required by 11 U.S.C. § 1515 are attached.</p> <p><input type="checkbox"/> Pursuant to 11 U.S.C. § 1511, I request relief in accordance with the chapter of title 11 specified in this petition. A certified copy of the order granting recognition of the foreign main proceeding is attached.</p> <p>X _____ (Signature of Foreign Representative)</p> <p>_____ (Printed Name of Foreign Representative)</p> <p>_____ Date</p>
<p style="text-align: center;">Signature of Attorney*</p> <p>X _____ Signature of Attorney for Debtor(s)</p> <p>_____ Printed Name of Attorney for Debtor(s)</p> <p>_____ Firm Name</p> <p>_____ Address</p> <p>_____ Telephone Number</p> <p>_____ Date</p> <p><small>*In a case in which § 707(b)(4)(D) applies, this signature also constitutes a certification that the attorney has no knowledge after an inquiry that the information in the schedules is incorrect.</small></p>	<p style="text-align: center;">Signature of Non-Attorney Bankruptcy Petition Preparer</p> <p>I declare under penalty of perjury that: (1) I am a bankruptcy petition preparer as defined in 11 U.S.C. § 110; (2) I prepared this document for compensation and have provided the debtor with a copy of this document and the notices and information required under 11 U.S.C. §§ 110(b), 110(h), and 342(b); and, (3) if rules or guidelines have been promulgated pursuant to 11 U.S.C. § 110(h) setting a maximum fee for services chargeable by bankruptcy petition preparers, I have given the debtor notice of the maximum amount before preparing any document for filing for a debtor or accepting any fee from the debtor, as required in that section. Official Form 19 is attached.</p> <p>_____ Printed Name and title, if any, of Bankruptcy Petition Preparer</p> <p>_____ Social-Security number (If the bankruptcy petition preparer is not an individual, state the Social-Security number of the officer, principal, responsible person or partner of the bankruptcy petition preparer.) (Required by 11 U.S.C. § 110.)</p> <p>_____ Address</p> <p>X _____ Signature</p> <p>_____ Date</p> <p>Signature of bankruptcy petition preparer or officer, principal, responsible person, or partner whose Social-Security number is provided above.</p> <p>Names and Social-Security numbers of all other individuals who prepared or assisted in preparing this document unless the bankruptcy petition preparer is not an individual.</p> <p>If more than one person prepared this document, attach additional sheets conforming to the appropriate official form for each person.</p> <p><i>A bankruptcy petition preparer's failure to comply with the provisions of title 11 and the Federal Rules of Bankruptcy Procedure may result in fines or imprisonment or both. 11 U.S.C. § 110; 18 U.S.C. § 156.</i></p>
<p style="text-align: center;">Signature of Debtor (Corporation/Partnership)</p> <p>I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor.</p> <p>The debtor requests the relief in accordance with the chapter of title 11, United States Code, specified in this petition.</p> <p>X _____ Signature of Authorized Individual</p> <p>_____ Printed Name of Authorized Individual</p> <p>_____ Title of Authorized Individual</p> <p>_____ Date</p>	

UNITED STATES BANKRUPTCY COURT

_____ District of _____

In re _____
Debtor

Case No. _____
(if known)

EXHIBIT D - INDIVIDUAL DEBTOR'S STATEMENT OF COMPLIANCE WITH CREDIT COUNSELING REQUIREMENT

Warning: You must be able to check truthfully one of the five statements regarding credit counseling listed below. If you cannot do so, you are not eligible to file a bankruptcy case, and the court can dismiss any case you do file. If that happens, you will lose whatever filing fee you paid, and your creditors will be able to resume collection activities against you. If your case is dismissed and you file another bankruptcy case later, you may be required to pay a second filing fee and you may have to take extra steps to stop creditors' collection activities.

Every individual debtor must file this Exhibit D. If a joint petition is filed, each spouse must complete and file a separate Exhibit D. Check one of the five statements below and attach any documents as directed.

☐ 1. Within the 180 days **before the filing of my bankruptcy case**, I received a briefing from a credit counseling agency approved by the United States trustee or bankruptcy administrator that outlined the opportunities for available credit counseling and assisted me in performing a related budget analysis, and I have a certificate from the agency describing the services provided to me. *Attach a copy of the certificate and a copy of any debt repayment plan developed through the agency.*

☐ 2. Within the 180 days **before the filing of my bankruptcy case**, I received a briefing from a credit counseling agency approved by the United States trustee or bankruptcy administrator that outlined the opportunities for available credit counseling and assisted me in performing a related budget analysis, but I do not have a certificate from the agency describing the services provided to me. *You must file a copy of a certificate from the agency describing the services provided to you and a copy of any debt repayment plan developed through the agency no later than 14 days after your bankruptcy case is filed.*

☐ 3. I certify that I requested credit counseling services from an approved agency but was unable to obtain the services during the seven days from the time I made my request, and the following exigent circumstances merit a temporary waiver of the credit counseling requirement so I can file my bankruptcy case now. *[Summarize exigent circumstances here.]*

If your certification is satisfactory to the court, you must still obtain the credit counseling briefing within the first 30 days after you file your bankruptcy petition and promptly file a certificate from the agency that provided the counseling, together with a copy of any debt management plan developed through the agency. Failure to fulfill these requirements may result in dismissal of your case. Any extension of the 30-day deadline can be granted only for cause and is limited to a maximum of 15 days. Your case may also be dismissed if the court is not satisfied with your reasons for filing your bankruptcy case without first receiving a credit counseling briefing.

☐ 4. I am not required to receive a credit counseling briefing because of: *[Check the applicable statement.] [Must be accompanied by a motion for determination by the court.]*

☐ Incapacity. (Defined in 11 U.S.C. § 109(h)(4) as impaired by reason of mental illness or mental deficiency so as to be incapable of realizing and making rational decisions with respect to financial responsibilities.);

☐ Disability. (Defined in 11 U.S.C. § 109(h)(4) as physically impaired to the extent of being unable, after reasonable effort, to participate in a credit counseling briefing in person, by telephone, or through the Internet.);

☐ Active military duty in a military combat zone.

☐ 5. The United States trustee or bankruptcy administrator has determined that the credit counseling requirement of 11 U.S.C. § 109(h) does not apply in this district.

I certify under penalty of perjury that the information provided above is true and correct.

Signature of Debtor: _____

Date: _____

UNITED STATES BANKRUPTCY COURT

SOUTHERN DISTRICT OF CALIFORNIA

325 West F Street, San Diego, California 92101-6991

In Re

BANKRUPTCY NO.

Debtor.

STATEMENT OF SOCIAL SECURITY NUMBER(S)*(or other Individual Taxpayer-Identification Number(s) (ITIN(s)))*

1. Name of Debtor (Last, First, Middle): _____
(Check the appropriate box and, if applicable, provide the required information.)

- ☐ Debtor has a Social Security Number and it is: _____
(If more than one, state all)
- ☐ Debtor does not have a Social Security Number but has an Individual Taxpayer-Identification Number (ITIN), and it is: _____
(If more than one, state all)
- ☐ Debtor does not have either a Social Security Number or an Individual Taxpayer-Identification Number (ITIN).

2. Name of Joint Debtor (Last, First, Middle): _____
(Check the appropriate box and, if applicable, provide the required information.)

- ☐ Joint Debtor has a Social Security Number and it is: _____
(If more than one, state all)
- ☐ Joint Debtor does not have a Social Security Number but has an Individual Taxpayer-Identification Number (ITIN), and it is: _____
(If more than one, state all)
- ☐ Joint Debtor does not have either a Social Security Number or an Individual Taxpayer-Identification Number (ITIN).

I declare under penalty of perjury that the foregoing is true and correct.

X _____
 Signature of Debtor Date

X _____
 Signature of Joint Debtor Date

**Joint debtors must provide information for both spouses.*

Penalty for making a false statement: Fine of up to \$250,000 or up to 5 years imprisonment or both. 18 U.S.C. §§ 152 and 3571.

UNITED STATES BANKRUPTCY COURT

SOUTHERN DISTRICT OF CALIFORNIA

325 West "F" Street, San Diego, California 92101-6991

In Re

BANKRUPTCY NO.

Debtor.

**DECLARATION RE: ELECTRONIC FILING OF
PETITION, SCHEDULES & STATEMENTS****PART I - DECLARATION OF PETITIONER**

I [We] _____ and _____,
the undersigned debtor(s), ***hereby declare under penalty of perjury*** that the information I have given my attorney and the information provided in the electronically filed petition, statements, and schedules is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this DECLARATION RE: ELECTRONIC FILING is to be filed with the Clerk once all schedules have been filed electronically but, in no event, no later than 14 days following the date the petition was electronically filed. I understand that failure to file the signed original of this DECLARATION will cause my case to be dismissed pursuant to 11 U.S.C. § 707(a)(3) without further notice.

☐ [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of 11 United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in this petition.

☐ [If petitioner is a corporation or partnership] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

Dated:

Signed: _____
(Applicant)

(Joint Applicant)

PART II - DECLARATION OF ATTORNEY

I declare under penalty of perjury that I have informed the petitioner, if an individual, that [he or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. I further certify that I have delivered to the debtor the notice required by 11 U.S.C. § 342(b). In a case in which § 707(b)(4)(D) applies, this signature also constitutes a certification that I have no knowledge after an inquiry that the information in the schedules is incorrect.

Dated:

Attorney for Debtor(s)

UNITED STATES BANKRUPTCY COURT
Southern District of California

SPECIAL REQUIREMENTS FOR MAILING ADDRESSES
(See LBR 1007-1)

TO THE DEBTOR(S) AND THE ATTORNEY FOR DEBTOR(S), IF ANY:

Effective SEPTEMBER 1, 2000, the debtor shall prepare and submit to the Court, at the time a voluntary petition under any chapter is filed, a mailing matrix on computer diskette which complies with the computerized noticing guidelines contained herein. Failure to do so will cause the petition to be rejected. This mailing matrix is required in addition to the various schedules required by Federal Rule of Bankruptcy Procedure 1007.

In order to ensure that the creditor matrix you file can be properly processed by the computer system currently used by the Court, we ask that you observe the following guidelines. Your cooperation is essential in helping us make improvements in our existing system and to better serve you - the public.

1.0 REQUEST FOR WAIVER OF CREDITOR MATRIX DISKETTE

If financial constraints and/or the inability to access the equipment necessary to produce a computer diskette would cause an undue hardship on the debtor, a scannable creditor matrix must be submitted accompanied by a completed Request for Waiver of Diskette Requirement, (CSD 1010). Compliance with these requirements are required.

2.0 DEBTOR'S OBLIGATION TO ASSURE ACCURACY

It shall be the responsibility of the debtor, the debtor's attorney, or such other person as the Court may order to ensure that the schedules, creditor matrix, equity holders matrix, and computer-readable data are complete and correct. The Clerk's office shall not be required to compare the names and addresses shown on the creditor matrix or diskette with those on the Petition, Schedules of Debts and Equity Security Holders. The Clerk's office may use either the schedules, the mailing lists or the computer-readable data for noticing creditors.

3.0 REQUIREMENTS FOR CREDITOR(S) MATRIX WHEN PETITION, STATEMENTS AND SCHEDULES ARE SUBMITTED ON PAPER

(A) Filing Requirements - A creditor matrix on a **diskette** is required whenever the following occurs:

- (1) A new petition is filed.
- (2) A case is converted on or after SEPTEMBER 1, 2000.
- (3) Balance of schedules or an amendment to a case is filed on or after SEPTEMBER 1, 2000, which adds, deletes or changes creditor address information on the debtor's Schedule of Debts and/or Schedule of Equity Security Holders.

(B) Converted Cases

- (1) When converting a Chapter 13 case filed before SEPTEMBER 1, 2000, to another chapter, ALL creditors must be listed on the creditor matrix at the time the conversion is filed.
- (2) For Chapter 7, 11, or 12 cases converted to another chapter on or after SEPTEMBER 1, 2000, only post-petition creditors need be listed on the creditor matrix. The creditor matrix must be filed with the post-petition schedule of debts and/or schedule of equity security holders. If there are no post-petition creditors, a declaration so stating is required.

(C) Balance of Schedules or Amendment to Schedule of Debts and/or Schedule of Equity Security Holders. The creditor matrix is a document separate from the amended schedules and may not be used to substitute for any portion of the schedules. IT MUST BE SUBMITTED WITH THE AMENDMENT OR BALANCE OF SCHEDULES.

4.0 ADDRESSES FOR FEDERAL AND STATE AGENCIES [All Chapters]

(A) Mailing Addresses - Certain federal and state agencies specify particular addresses to which notice of bankruptcy proceedings should be directed. The Clerk maintains a Roster of State and Federal Agencies, (CSD 1271), and shall make the Roster available to the Bar and the public to enable compliance with the provisions of Federal Rule of Bankruptcy Procedure 2002(j).

When listing an indebtedness to a federal or state agency not included on the Roster, the debtor and the debtor's

attorney shall use such address as will effect proper notice to the agency.

- (B) United States Attorney - When listing an indebtedness to the United States for other than taxes, the debtor shall include both the United States Attorney and the federal agency through which the debtor became indebted. The name and address of the United States Attorney must include, in parentheses, the name of the federal agency. For example:

**United States Attorney for the S. Dist. of CA
(For Department of Education)
940 Front Street, Room 5152
San Diego, CA 92101-8800**

5.0 FORMAT FOR CREDITOR(S) MATRIX DISKETTE

- (A) General Requirement - The debtor shall provide the Court with a computer-generated diskette containing the names and addresses of all creditors and equity security holders.
- (B) Content - The computer diskette shall contain the name and complete mailing address of each entity listed as a creditor by the debtor.
- (1) If the debtor is a partnership, the name and address of each general and limited partner shall be added to the computer diskette.
- (2) If the debtor is a corporation, the name and address of the chief executive officer or other officer who will appear for the debtor shall be added to the computer diskette.
- (C) Diskette Specifications
- (1) Use a 3.5" disk only formatted for use on an IBM or compatible PC.
- (2) One ASCII format file per disk (save as ASCII(DOS)TXT)).
- (3) One case per file.
- (4) File must be named with the debtor's last name (i.e.; johnson.txt, smith.txt, etc.) and may be shortened if necessary.
- (5) Left justification required.

- (6) The information must be four (4) lines or less per creditor.
- (7) Each line may contain no more than 40 characters. No leading spaces.
- (8) Each creditor must be separated by at least one blank line.

Example: jackson.txt

```
Line 1:  Maria Careless
Line 2:  25 North Aria Blvd.
Line 3:  Grecian, NY 80062
Line 4:
Line 5:  Charles Prince Productions
Line 6:  3 Diana Court
Line 7:  Balmoral, MD 12960
Line 8:
Line 9:  Last Bank of San Diego
Line 10: Attn: Collections Dept.
Line 11: 12345 E. Main St.
Line 12: San Diego, CA 92101-1010
```

- (9) ZIP code must be on the last line. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. Do NOT type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address. Account numbers may not exceed 15 characters. (The ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.)
- (10) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

6.0 FORMAT FOR SCANNABLE CREDITOR(S) MATRIX

- (A) Matrix Format Requirements - All matrices must comply with the following:
 - (1) Lists must be typed in one of the following standard typefaces or print styles:
 - * Courier 10 pitch
 - * Prestige Elite
 - * Letter Gothic
 - (2) Lists shall be typed in a single column centered on the page rather than in two or three columns. See Attachment #2.

Addresses must be in a single column because the OCR scans the material automatically from left to right, line by line. If, for example, a list contains three columns and the first column has an address with three lines and the second column has an address with four lines, the optical character reader will see the blank line after the first address and not read any further. Thus, it is important to have single column addresses that will be read automatically and completely.

- (3) Lists must be typed so that no letter is closer than 1.5" from any edge of the paper.
- (4) Each name/address must consist of no more than four (4) total lines, with at least three (3) blank lines between each of the name/address blocks. ZIP codes must be located on the same line as city and state.
- (5) All states must be two-letter abbreviations. Example: correct = CA; wrong = California, Calif.
- (6) Each line must be 30 characters or less in length.
- (7) All creditors are to be alphabetized. Do not duplicate names and addresses. Entities with more than one (1) address may be listed as many times as necessary to assure proper notice.
- (8) DO NOT include the following entities since they will be retrieved automatically by the computer for noticing:
 - * Debtor
 - * Joint Debtor
 - * Attorney for the Debtor(s)

(B) Avoiding Problems

Although the Court is using sophisticated equipment and software to ensure accuracy in creditor list reading, certain problems may still occur. By following these guidelines, you will avoid delays or additional effort in mailing notices.

The following problems can result in your lists being improperly read by the optical scanner, requiring you to resubmit your creditor list in an acceptable form. See Attachment #3.

- (1) Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, handwritten marks.

- (2) Non-standard paper such as onion skin, half-sized paper, or colored (i.e., yellow, blue, etc.) paper.
- (3) Poor quality type caused by submitting a photocopy or a carbon copy, using an exhausted typewriter, or using a typewriter with a fabric ribbon. Many times, they produce letters which are too fuzzy to be properly scanned.
- (4) Unreadable type faces or print types such as proportionally-spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or Script). Use only Courier 10, Prestige Elite or Letter Gothic.
- (5) Misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
- (6) Incorrect typewriter settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10-pitch type style.
- (7) Stray marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying marks you choose to add can be typed on the back of the list.
- (8) Upper case only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.
- (9) ZIP code must be on the last line. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. Do NOT type "attention" lines or account numbers on the last line. If needed, this information must be placed on the second line of the name/address. Account numbers may not exceed 15 characters. (The ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.)
- (10) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

UNITED STATES BANKRUPTCY COURT
Southern District of California

CHECK LIST FOR CREDITOR MATRIX DISKETTE

If using a third party software package (i.e.; Best Case Solutions, Specialty, E-Z Filing for Windows, Top Form):

1. Save the creditors to a diskette. Name the file: *creditor.txt*
2. Close your program and open your word processing package.
3. Open the *creditor.txt* file and check the following:
 - Single column
 - One blank line between each creditor
 - Second line of each creditor must be either a street address number or a P.O. box with the periods (i.e.; 200 South Main Street or P.O. Box 241)
 - Last line of each creditor must be in the format City, State (two- letter abbreviation) ZIP (i.e.; Alexandria, VA 22314)
 - No account numbers may be included in creditor information
4. Chose "Save As" function in your word processing software. In earlier versions of WordPerfect, this is known as "Text In/Out." In most software packages, there will be a box that will indicate the format of the document (i.e.; Word 5.0 format, WordPerfect 5.1). This box is usually right underneath where you enter in the name of the file. The format for all diskettes should be one of the following (depending upon your software): ASCII DOS Text, Plan DOS Text, Text Only. These are the only formats which will be accepted. When you have selected the correct format, save the file.

If you are not using third party software:

1. Open your word processing software and enter in the creditor information making sure that there is:
 - One column of information only
 - One blank line between each creditor
 - Second line of each creditor must be either a street address number or a P.O. box with the periods (i.e.; 200 South Main Street or P.O. Box 241)
 - Last line of each creditor must be in the format City, State (two- letter abbreviation) ZIP (i.e.; Alexandria, VA 22314)
 - No account numbers may be included in creditor information
2. Choose "Save As" function in your word processing software. In earlier versions of WordPerfect, this is known as "Text In/Out." In most software packages, there will be a box that will indicate the format of the document (i.e.; Word 5.0 format, WordPerfect 5.1). This box is usually right underneath where you enter in the name of the file. The format for all diskettes should be one of the following (depending upon your software): ASCII DOS Text, Plan DOS Text, Text Only. These are the only formats which will be accepted. When you have selected the correct format, save the file.

SAMPLE CREDITOR LIST USING "Courier 10 cpi"

R. U. Alldere, Esq.
2 Rushin Court
San Diego, CA 92189

Maria Careless
25 North Aria Blvd.
Grecian, NY 80062

Charles Prince Productions
3 Diana Court
Balmoral, MD 12960

First City Nat'l Bank of Beaumont
P.O. Box 3391
Beaumont, TX 77704

General Nuisance Elimination
P.O. Box 1230
Baltimore, MD 20984

Kelley Appliances
Attn: Parts Division
462 9th Avenue, North
Seattle, WA 98109

ERRORS TO AVOID IN PREPARING CREDITOR LISTS

Debtor: Allnet Svcs.

PAGE TITLES ▲ ▲ ▲

If you want to type title or other identification on lists, type it on the back - never on the front.

ALL UPPER CASE ► ► ►

Use upper and lower case (capitals and small letters) as if you were typing a letter.

BOLD TYPE ► ► ►

Do not use a boldface setting on your typewriter or word processor.

WRONG FONT ► ► ►

You may use Courier 10, Prestige Elite or Letter Gothic. No other font is acceptable.

WRONG PITCH ► ► ►

If you use a 10-pitch font, make sure typewriter is set to 10 pitch.

HANDWRITING ► ► ►

Handwriting is not scannable and will interfere with the reading of the rest of list.

Stephen R. Miller III
Coal Building
1092 17th Street, NW
Carlsbad, CA 92001

MULTI-TRONICS ANIMATIONS
3837 STRONG WAY NORTH
SUITE 10
BALTIMORE, MD 20938
OR
107-D CASTLE BUILDING
NORTH PARKWAY BLVD.
HOUSTON, TX. 10938

Arctic Expeditions
Incorporated
536 East 48th Ave.
Anchorage, AK 99505

Gow Fire Protection, Inc.
459 North 98th Street
Hoquiam, WA 98550
ATTN: Steve Jamison

Larry Miller, Jr.
Landover Food & Bev.
Suite 12B
Burg, MD 24309 5182

Sundown Corporation
P.O. Box 123
Cityville, CA

▲ ▲ ▲

TOO CLOSE TO EDGE

You must keep all typing at least 1.5" from any edge; top, bottom, or side.

TOO LONG

A name/address block must be 4 lines of 30 characters each or less.

▼
▼
▼

FABRIC RIBBON

Use an office-quality film ribbon to insure proper scanning.

◀ ◀ ◀

ATTENTION LINE

If you must type an attention line or account number for a creditor, put it on the second line of the address, not at the end.

◀ ◀ ◀

DIGIT ZIP CODE

Separate the two groups of digits with a dash, not a space.

◀ ◀ ◀

STRAY MARKS

No lines, symbols, letterhead, or other non-address data should appear on creditor list.

▼ ▼ ▼

PAGE NUMBER ► ► ►

Do not number pages or type anything but creditors on list.

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